



Washington, D.C. 20505

(b)(3)

November 7, 2008

Mr. Mark S. Zaid  
Executive Director  
The James Madison Project  
1250 Connecticut Avenue, NW  
Suite 200  
Washington, D. C. 20036

APPROVED FOR  
RELEASE ☐ DATE:  
18-Aug-2010

Reference: F-2009-00003

Dear Mr. Zaid:

On 1 October 2008, the office of the Information and Privacy Coordinator received your 1 October 2008 Freedom of Information Act (FOIA) request for:

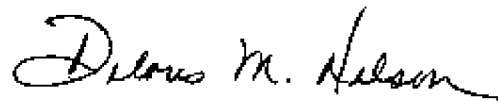
- 1. "Copies of all internal Central Intelligence Agency ('CIA') documents constituting guidelines, regulations or policy memoranda pertaining to coordination with outside counsel representing CIA employees, including, but not limited to, the ability of outside counsel to meet with clients at CIA Headquarters without an official escort other than the client and the granting of security clearances to outside counsel for information relevant to the client's interests."**
- 2. "Copies of all internal CIA documents pertaining to the enclosed letters which I submitted to the CIA, under the aegis of my former law firm and dated September 2004 and December 2004, seeking a clarification of this policy from Jo Bennett, then-Acting Chief for Litigation for the CIA, and John Rizzo, then-Acting General Counsel for the CIA."**

We assigned your request the reference number above. Please use this number when corresponding with us so that we can identify it easily.

We accept your request and will process it in accordance with the FOIA, 5 U.S.C. § 552, as amended, and the CIA Information Act, 50 U.S.C. § 431, as amended. We will search for records existing through the date of this acceptance letter. As a matter of administrative discretion, and in accordance with our regulations, the Agency has waived the fees for this request.

The large number of FOIA requests CIA receives has created unavoidable delays making it unlikely that we can respond within the 20 working days the FOIA requires. You have the right to consider our honest appraisal as a denial of your request and you may appeal to the Agency Release Panel. A more practical approach would permit us to continue processing your request and respond to you as soon as we can. You will retain your appeal rights and, once you receive the results of our search, can appeal at that time if you wish. We will proceed on that basis unless you object.

Sincerely,

A handwritten signature in black ink that reads "Delores M. Nelson". The signature is written in a cursive, flowing style.

Delores M. Nelson  
Information and Privacy Coordinator

